

Soil & Water Environmental Specialist

Dept: Soil and Water

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work in soil and water conservation planning and assisting landowners and users in applying and maintaining conservation measures, and related work as apparent or assigned. Work is performed under the limited supervision of the Soil and Water Engineer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Supervises the layout and installation of planned conservation practices.
- Prepares contract documents based on site visits and landowners objectives.
- Develops nutrient and waste management plans for producers.
- Prepares as-built construction plans for projects.
- Develops conservation plans and designs or conservation measures for producers.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of engineering drawings and calculations; thorough knowledge of the principles, practices and techniques of soil and water conservation in rural areas; general knowledge of standard office equipment, hardware and software; general knowledge of business English, spelling and arithmetic; general knowledge of modern methods and techniques as applied to the design of public works and utility projects; general knowledge of the various guidelines, policies, ordinances and regulations pertaining to soil and water conservation and land development and management; thorough skill in the use of basic engineering surveying equipment; ability to plan, organize and carry out projects effectively; thorough skill using computer aided design software; ability to perform engineering computations and to make recommendations on engineering problems and planning; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to present the results of research and recommendations effectively in oral, written or graphic form; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with land owners, land users, associates, government officials and the general public.

Education and Experience

Bachelor's degree in agriculture, forestry, engineering, or related field and one to three years experience in agriculture, forestry, engineering, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking and climbing or balancing and occasionally requires sitting, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or

Soil & Water Environmental Specialist

computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid North Carolina Driver's License within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

Soil & Water Environmental Specialist

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date